

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: COMBINATION BUILDING INSPECTOR
CLASS CODE: 3031

FLSA STATUS: NON-EXEMPT

EFFECTIVE DATE: AMENDED 4/1/08 (Revised 06/13/2006 version)
DEPARTMENT: COMMUNITY DEVELOPMENT

JOB SUMMARY

Under general direction, performs building inspections and checks plans to determine compliance with adopted construction codes.

CLASS CHARACTERISTICS

This is the full performance inspector classification level responsible to perform advanced plans check activities and to provide training to limited building inspectors.

ESSENTIAL FUNCTIONS

Schedules and performs code-required building inspections and writes finding reports.
Reviews plans and permit files before performing inspections.
Reviews blueprint plans, determines permit fees, checks for code compliance, and resolves deficiencies with the builder.
Approves plans, issues permits, and maintains files for permits and plans.
Checks for expiration of plans, permits, and bonds and makes cancellations when required.
Issues building clearance for certificates of occupancy.
Researches pertinent code provisions, ownership records, assessment data, and building permit files.
Identifies and documents building and construction violations and issues notices to comply.
Refers zoning, fire code, and other violations to appropriate offices and clears records or refers case for legal action as appropriate.
Answers technical questions on code and accepted construction practices and responds verbally or in a written response when required.
Arranges to meet builders on job sites.
Maintains daily log of activities.
Updates library with current code books, research reports, and training materials and reviews publications for new products, recommendations, and other information.
Schedules ongoing training for Building Department.
Reviews and reports structure damage to building.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Knowledge of adopted construction codes; Ability to accurately apply codes while inspecting buildings under construction or performing plan reviews; Ability to enforce codes with tact and impartiality; Ability to research and update computer records; Ability to communicate effectively verbally and in writing; and Ability to maintain files, records, and reports.

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PHYSICAL DEMANDS

Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 100 pounds; Frequently lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in environmentally controlled and partially environmentally controlled rooms; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; and Work exposes incumbent to unknown and dangerous conditions while performing field work.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma and Four (4) years work experience in the construction industry including One (1) year performing building inspection and plans checking activities.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah Driver's license, a valid combination level State of Utah Building Inspector license, and International Code Conference (ICC) certification as a building, electrical, plumbing, and mechanical inspector.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.